

## 21<sup>st</sup> Century Community Learning Center Data Privacy Notice

The State of Minnesota provides funding through the 21<sup>st</sup> Century Community Learning Center (21CCLC) grant program to organizations that administer out-of-school time programs for young people. 21CCLC organizations record personal information about the individuals who attend their programs and activities in order to (1) track demographics and participation, and (2) conduct research and evaluation on the quality and effectiveness of activities, including their impacts on participants' social and academic skills. Collecting this information is part of a larger effort to improve the quality and availability of programs that support youth and their families in Minnesota.

### What personal information will be collected?

- Students' demographic information, which will be used by the Minnesota Department of Education to link with student outcome data.
- Students' out-of-school time program participation data, including number of days of attendance. Responses to the Survey of Academic and Youth Outcomes (SAYO), which includes questions related to your child's experience in the after-school or summer program. This includes data from two surveys and will be collected on a random sample of participants.
  - **Youth Survey (SAYO-Y):** Your child may be invited to complete a brief survey in the spring of this year. It will ask questions about what your child thinks of the program and about some of the ways he or she may be benefiting from attending the program.
  - **Staff Survey (SAYO-S):** Program staff may complete a brief survey about your child in the fall and spring of this year. They will answer questions about observations of your child's positive behaviors likely to contribute to their success in school and life.

### Who can see the personal information that is collected for research?

Access to private information about your child will be strictly limited and safeguards are in place to prevent any unauthorized disclosure of private information. Some of the people who may have access include:

- Staff in the organization that provides activities for your child so they can provide better programs.
- Healthy Community Initiative staff who help with data tracking and grant reporting.
- Auditors or those who have a legal right to review the work of this organization.
- Minnesota Department of Education staff who use the information to conduct research and write reports. Private (identifiable) information about you or your child will never appear in reports.
- Others may see information if it is required by law (such as a court order or warrant) to release it.

**What are your rights related to the data collected for 21CCLC?**

- If you do not want your child’s data to be included in 21CCLC research, please tell our staff and sign this form below. This will NOT impact your child’s participation in the program.
- You have the right to obtain a copy of the information that is maintained about your child.
- You have the right to correct any mistakes in the information about your child.
- If you think you or your child’s privacy rights have been violated, you have the right to file a complaint with this organization or the Minnesota Department of Education (Data Practices Compliance Officer, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113).

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If you do **NOT** want your child’s information to be collected and/or used in research and evaluation related to out-of-school time programs, please sign below.

Participant name (please print): \_\_\_\_\_

Participant Date of Birth: \_\_\_\_\_

Signature (of parent or guardian if participant is under 18): \_\_\_\_\_

Date \_\_\_\_\_